



SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Administrative Assistant
Organizational Unit	: Migration Health Assessment Center
Duty Station	: Benin
IOM Classification	: G4
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN2022.164
Estimated Start Date	: As soon as possible
Closing Date	: 12 December 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Under the overall supervision of the Migration Health Officer and the direct supervision of the Chief Nurse the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Benin, Nigeria.

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties:

Core Functions / Responsibilities:

The role of the Administrative Assistant is to:

1. Maintain various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting.
2. Assist in maintaining order in the e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
4. Set up and maintain an orderly storage system for Chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
5. Photocopy and scan medical documents as necessary.

6. Suggest improvements to strengthen internal control mechanisms; provide inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
7. Receive all completed medical deferrals/furtherance, x-rays, and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
8. Provide feedback on staff allocation to the various units within the MHAC.
9. Maintain an inventory and organize timely, cost-effective, and appropriate procurement and storage of stationaries, IT equipment and consumables, hygiene products, medical supplies, and equipment, as needed for the MHAC.
10. Coordinate the acquisition, renovation, refurbishment, and regular maintenance of the MHAC facility with the MHAC Supervisor.
11. Assure correctness of travel authorization and advise on allowances for staff members leaving on duty travel.
12. Perform such other duties as may be assigned.

Education:

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least two years of relevant working experience.

Experience:

- Two years relevant professional experience, preferably in administrative support or similar roles.
- Working in a medical setting is an advantage.
- Previous working experience with NGOs or international organizations is an advantage.

Skills:

- Demonstrated ability to prepare clear and concise communications and coordination of administrative activities.
- Ability to work independently against tight deadlines.
- Knowledge of IOM/UN regulations, policies, and procedures desirable.
- Proficient in Microsoft Office (Word, Excel, Outlook, etc.).
- Experience in liaising with other national/international institutions, the UN, and NGOs.
- Excellent communication (writing, verbal and listening) and presentation skills. Ability to draft correspondence and communicate effectively in English.
- Ability to multi-task, prioritize, and manage time effectively

Languages:

Fluency in English and Local language required, working knowledge of multiple languages is an advantage.

Required Competencies:

Behavioural

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

Only candidates residing in the country of the duty station and within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Monday, 12 Dec 2022** and follow this link: <https://forms.office.com/e/NRNJRE0Z6V>

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2022.164.Benin. Administrative Assistant (G4)**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 29.11.2022 to 12.12.2022

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.